

**UNIVERSITY OF CALIFORNIA, IRVINE
ON CAMPUS HOUSING**

ICDERS 2011

Information – Details of the housing area are attached

Arrival Time and Date:

Please send your approximate arrival time and date via email to icders2011@uci.edu so that we can be sure to have staff available for your check-in. Please use the subject Housing Arrival in your email.

Nominal Check-in and Check-out:

Check-in is nominally between 2:00 PM and 6:00 PM on July 23rd or 24th (depending your scheduled arrival date). If this check-in time does not work for you, please let Tanya Eberhard know as soon as possible via email to icders2011@uci.edu, telephone (949) 824-3722, or fax (949) 824-8585, so that special check-in arrangements can be made.

Check-out time on **7/30/2011** shall be between 8:00am-2:00pm for participants. Late fees will be assessed for guests that checkout afterwards. If you are checking out earlier or later than this date, please email Tanya Eberhard at icders2011@uci.edu so that we can make appropriate arrangements.

Residence Hall Amenities:

Each University residential community has a staffed front desk to assist you with any questions, needs, or concerns between the hours of 8 a.m. and 8 p.m. You may also call the office at 949.824.6789 during office hours or at 949.872.8005 for assistance after hours.

ICDERS participants will be staying in Mesa Court. Information about this on campus housing facility, including its location on the campus map, can be found online at http://www.studentcenter.uci.edu/Meetings/bookables/Residential_Summer_Housing/Mesa_Court_Housing.php.

Rooms in Mesa Court are equipped with a high-speed Internet connection. The wireless service in residence halls is limited to common areas and is not always excellent, so please plan on using a hardwire connection. A limited number of network cables are available for rent at the front desk (or for purchase from the UCI bookstore), but please bring your own to make sure we do not run short. Details on how to connect will be provided at check-in, along with your login and password. The University cannot guarantee connectivity between guests' computer equipment and University's network services, but it is generally not a problem.

The University does not provide in-room telephones.

The University will provide linen service. Linen service includes one pillow, one pillowcase, two sheets, one blanket, one towel and one washcloth. Linens will be placed in the rooms on each bed. Conference participants are responsible for making their own beds and leaving all linens in their rooms at check-out. You will be billed for lost linen fees. Linen exchanges can be made on Thursday at the Conference Office.

Food Service:

The following "Meal Plan" is available to conference participants residing in the residence halls: breakfast, lunch, and dinner. Participant meals begin with **Dinner** on **7/23/2011 or 7/24/2011** and end with **Lunch** on **7/30/2011** (for those arriving earlier or leaving later, the meal plan begins with dinner on the day of arrival and lunch on the day of departure).

Neither food nor equipment may be taken out of the dining commons.

Shirts and shoes are required at all times in the dining facilities.

The University will not provide credits/refunds for early departures, late arrivals or missed meals.

Keys and Excess Cleaning Charges:

Keys are extremely important. There is an additional charge of \$110.00 (Mesa Court Room Key) for any **lost or unreturned room key**. Charges will be assessed for any keys lost by participants during the conference, or any keys not returned by check-out time. Monies charged for lost keys/cards are not refundable if keys are found at a later date and time (because rekeying will already have been completed).

Additional cleaning charges will be assessed for any and all **cleaning activities** incurred by the University **above and beyond normal cleaning activities**. Normal cleaning activities are considered to be removal of trash from trash receptacles, vacuuming and light sanitation activities. Additional charges will be determined by University Housing personnel.

Parking:

Parking permits are required at all times for all vehicles parked on campus. If you are planning to park on-campus in the residence halls, please let Tanya Eberhard or other ICDERS staff know right away (again via the icders2011@uci.edu email) so that parking permits may be ordered. Parking space is limited and available on a first-come, first-serve basis. Vehicles not visibly displaying parking permits, parked illegally, or parked in a location not designated on the permit are subject to ticketing and towing. The University will not be responsible for any violations or fines. Inquiries regarding fines may be directed to Parking & Transportation Services, 949.824.7486.

Vending Kiosk

Elevator

Lower Mesa Lawn

UNIVERSITY DR
To Mesa Rd
To Campus Dr

CAMPUS DR
To University Dr
To W. Peltason

Lot 14

Lot 5

MESA RD

LOT 14A

MESA RD

W. PELTASON

Housing Office 4053

Community Center 4057

Mar 4063
Sol 4065

**CONSTRUCTION ZONE
DO NOT ENTER**

MESA STRUCTURE

Rec Center
Mesa Commons
Mesa Activity Center

Mesa Dining Hall

Claire Trevor School of the Arts

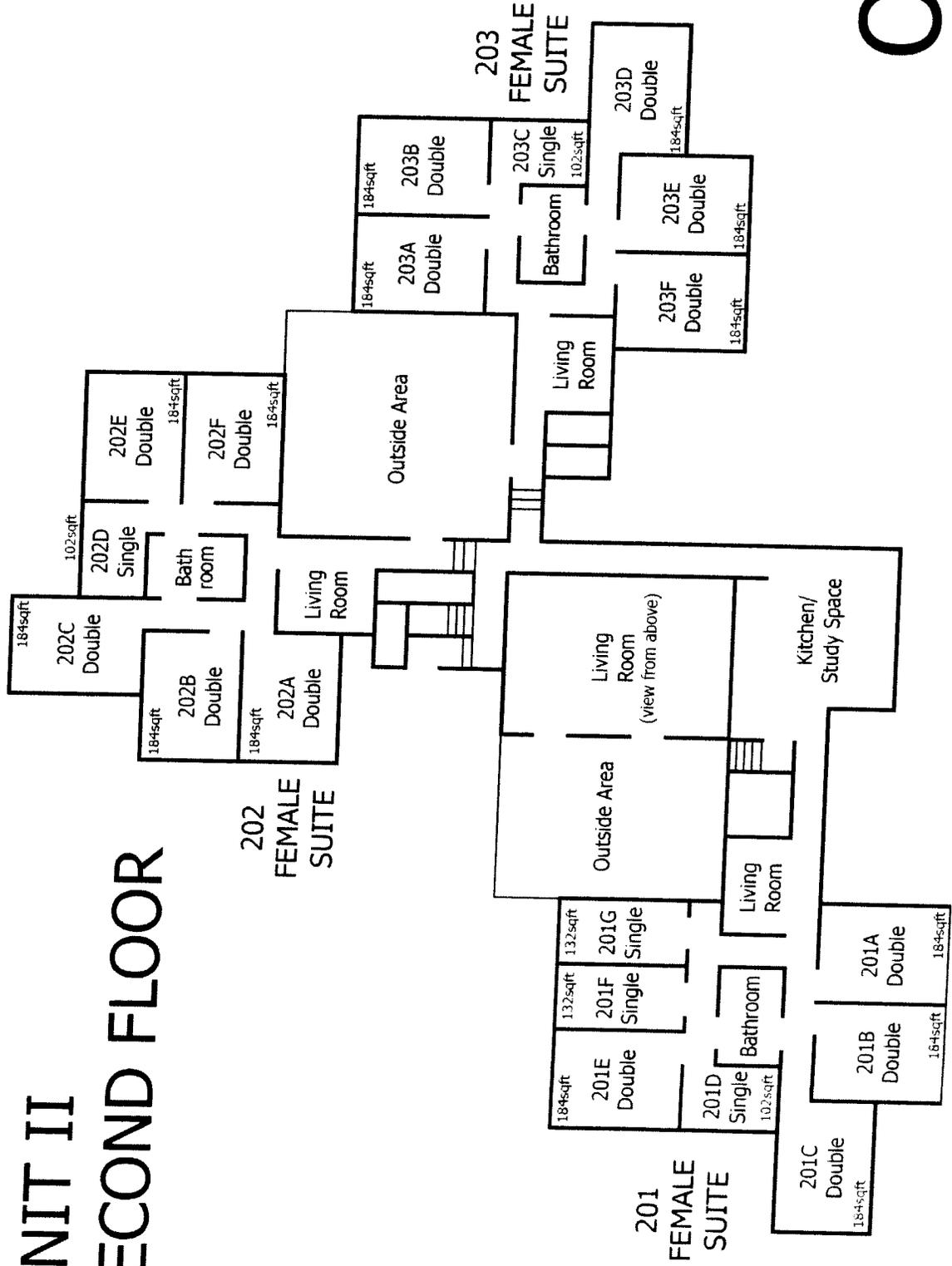
ICDERS Housing

To Conference



Typical accommodations; slight variations among the different buildings.

UNIT II SECOND FLOOR



OTERO

MESA COURT HOUSING POLICIES

In order to make your stay safe and enjoyable, please note the following policies which pertain to your stay in Student Housing. If you have any questions, please feel free to contact a Conference Assistant or the Mesa Court Conference Office at (949) 824-6789.

POLICY ENFORCEMENT: Mesa Court Conference Assistants will be checking the halls daily and securing all halls by 11 p.m. Conference Assistants, as well as any Mesa Court employee, have been empowered to enforce all university policies. Please cooperate with them to help make your stay and the stay of all conferees in Mesa Court pleasant. If you have any questions, or would like to report a policy violation, please contact the Conference Office at (949) 824-6789.

ANIMALS/PETS: Pets are not permitted in Mesa Court or in a campus building. Guide dogs or other service animals needed to support individuals with physical restrictions are permitted if registered in advance.

ALCOHOL: California State Law prohibits the consumption, possession or sale of alcohol to persons under 21 years of age. University policy allows legal consumption of alcoholic beverages by persons of age in the privacy of their own room. No public consumption is allowed in the living rooms, multi-purpose/study rooms, Community Center, Mesa Activity Center, suites, outside, or in rooms with doors open without an approved Alcohol Permit (which can be obtained by the Conference Director). Those persons found consuming or possessing alcohol illegally will be asked to dispose of the alcohol and will be reported to the Conference Director. Those persons may also be subject to removal from Mesa Court Housing. Please refer to the Mesa Court Alcohol Guidelines for Summer Conferences for more details.

DAMAGES: Facilities will be checked before and after each conference. Damages or excessive clean-up costs will be billed to the conference. The Conference Director is responsible for billing the conferee(s) responsible for such costs according to their individual conference policy.

DANGEROUS ITEMS: Fireworks, guns, weapons, explosives, flammable substances and any other dangerous items are prohibited anywhere on campus. It is a felony to bring or to possess a firearm on the grounds or within buildings (including private residences) of the University of California without the written permission of the Chancellor or his designee, which is the UCI Police Department.

DISRUPTIVE BEHAVIOR: Water fights, water balloons, water horseplay, throwing objects, food fights, destruction/defacing of property and the playing of sports indoors are all prohibited, as is any behavior that disrupts the community or damages property.

DRUGS: Federal law, state law and University policy prohibit the possession, sale, solicitation, procurement or manufacture of narcotics and controlled substances. Additionally, Student Housing prohibits the possession of drug paraphernalia including, but not limited to, pipes, hookahs, bongos, rollers, etc.

FIRE SAFETY: Misuse of fire safety equipment such as initiating a false fire alarm, breaking fire glass, tampering with smoke detectors, fire hoses, elevators or fire extinguishers is prohibited. Any person initiating a false fire alarm or violating any provisions of the State Fire Code is subject to damage charges, civil prosecution, and subject to exclusion from the Conference. Incense, candles, open flames, and fog machines are not permitted. Each conferee should be aware of the smoke detectors that are present in their rooms and hallways. They can be activated by water, any force, material or sudden shock. Many of the smoke detectors within Mesa Court are battery operated. If the detector in a room begins to chirp, the conferee must notify the Conference Office for replacement batteries. When a conference guest causes a fire, though it may be unintentional, the conference will be held financially responsible for repair or damages. The Conference Director may then bill the conferee responsible for such costs.

FURNITURE/SCREENS: Furniture provided by the University is to remain in its place. Public area furniture is not to be taken outside or moved into guestrooms. Screens are to remain on windows at all times. A fine will be assessed if furniture is not in its proper location or if screens are not secured.

NOISE: All conferees are entitled to reasonable privacy and quiet. Please consider how your activities may disturb someone else. The right to quiet supersedes the privilege to make noise. **QUIET HOURS HAVE BEEN ESTABLISHED FROM 10:00 PM– 7:00 AM FOR ALL CONFERENCES.**

ROOFS/LEDGES: Under no circumstances are individuals to access roofs or ledges.

SMOKING: Smoking is not permitted in any of the buildings or on any balcony or patio. As a general rule, smoking is acceptable outside, at least 20 feet from any building, if the smoke does not bother others. Smokers are required to properly dispose of their cigarettes in the ashtrays located outside of the hall.

VEHICLES: No vehicles other than university approved vehicles are permitted within Mesa Court. This would include automobiles, mopeds, motorcycles, skateboards, scooters, motorized scooters and roller blades. Bicycles are permitted in designated areas.

VISITORS: Conferees may accept visitors according to your specific conference's policies. Visitors, however, may not reside in rooms overnight and will not be issued keys. Conferences will be billed a room fee for any non-registered overnight visitors.

MESA COURT INFORMATION

The Mesa Court Conference Office welcomes you to the University of California, Irvine. Below you will find information about Mesa Court and the University that you may find helpful. Please do not hesitate to stop by the Mesa Court Conference Office if you have any questions or need more information. Enjoy your stay!

OFFICE

The Mesa Court Conference Office is located in the Mesa Court Community Center and is open from 8:00am - 8:00pm daily. The office has campus and community information and is staffed with knowledgeable student staff called Conference Assistants (CA's).

SECURITY

The (CA's) live on site and provide lock-up and lockout services to all conferees. All hall exterior doors are locked 24 hours. To further ensure a safe environment, **do not prop any doors.** You will see a CA checking the doors in each hall nightly between 8:00pm - 11:00pm. Please report any security problems to the Conference Office immediately (949-824-6789). In an emergency, dial 911 from any campus phone to connect to the UCI Police. If you are calling from a cell phone dial (949) 824-5223. You can also use Emergency Blue Phones which are located throughout campus and provide a direct emergency line to the UCI Police Department.

KEYS

The keys given to you at check-in will allow you to enter your hall and room. If you lock yourself out of your room or hall, come by the Conference Office during office hours and we will issue you a temporary key. Should you get locked out after hours, you may call the emergency line, (949) 824-6789, from any pay or external hall phone and a CA will let you into your room.

If you lose your keys, report the loss to the Conference Office immediately. We will issue you new keys and will change the lock for security reasons. There is a \$110.00 fee for lost keys, which is billed to the conference. If your key is stolen, immediately report it to the Conference Office. You will also need to complete a police report. Any keys not returned at the end of your stay will be assumed lost and the room will be re-keyed at your expense. **No keys will be accepted after the check-out of your conference is completed.**

VENDING MACHINES

Vending machines are located across from Sierra Hall and in the kiosk near the Community Center.

TELEPHONES

Each hall has a telephone located inside the hall. These phones will connect you to any UCI extension or 911. Pay telephones are located in the kiosk outside of the Community Center and near Sierra Hall. Important messages may be left for conferees at the Conference Office and will be posted on the bulletin board in the office.

MAIL

While attending your conference you may receive mail. Mail is delivered Monday – Saturday. Your address is:

Mesa Court Housing
Attention: Conference Name
 Your Name
 4057 Mesa Road
 Irvine, CA 92697-3925

* Packages sent via Fed Ex or any independent shipper can only be received Monday – Friday.

LAUNDRY/LINEN

Laundry facilities are located in each of the residence halls. Washers are \$1.00 and dryers are \$1.00 per 45 minute cycle. Machines are card-based. Machines are available in front of the Mesa Commons to add money on the laundry cards using bills or credit cards. Those conferees staying for more than one week may exchange their University issued sheets on Thursdays 5:00pm - 8:00pm in the Conference Office. You must bring your used linens with you for exchange.

CARTS

A limited number of handcarts are available for checkout in the Mesa Court Conference Office to assist with move-in/move-out. The handcarts are available on a first-come, first-served basis.

MEALS

Meals are provided for conferees. Guests may purchase meals at the door or obtain a meal card through the UCI Dining Office. Dining hours are:

Breakfast	7:00am - 8:30am
Lunch	11:30am - 1:00pm
Dinner	5:00pm - 7:00pm

BAG STORAGE DURING MEALS

Backpacks and other bags are not permitted in the dining commons. Additionally, bags may not be stored on the ramp, planters or walkway outside the commons. Lockers are available behind the Mesa Activity Center (M.A.C.) for conferees to store their bags during the lunch hour. These lockers are available for temporary storage only. **Anything stored in the lockers overnight will be removed and sent to lost and found at the UCI Police Department.** To use these lockers, conferees will need to deposit a quarter, which is returned when the locker key is returned.

PARKING

Parking permits are required 24 hours a day, seven days a week. Parking permits may be purchased from a permit dispenser/parking structure located at the entrances to campus. Tickets will be issued if permits are not properly displayed. No parking is permitted within the complex.

ETHERNET

Every room has high-speed access to UCI's network and the Internet. Additionally, the Community Center, Mesa Activity Center, Dining Commons and Mesa Court Housing Office have wireless internet capabilities. To obtain use of the network, your computer needs a 10-Base-T (RJ-45) network card and cable.

Every computer connected to the network must be properly registered with Residential Network Services before its use. The registration page will automatically appear when you first access the Internet.

All IP addresses within Housing are assigned through an automatic process (DHCP). The network settings in your computer will need to be configured to DHCP before you can use the network. To obtain housing's network connection procedures and policies, please come to the Mesa Court Conference Office.

GENERAL INFORMATION

General information about the area, transportation, restaurants, churches, etc. is available in the Mesa Court Conference Office. Campus maps are also available.

ALCOHOL GUIDELINES FOR SUMMER CONFERENCES IN MESA COURT HOUSING

Residence Halls

- Alcohol is permitted in the main living room or in a suite living room if there is an alcohol permit and all the permit requirements are met, the hosting conference is the sole occupant of the building, and everyone in the entire conference group is of legal drinking age.
- Alcohol may be stored in the hall kitchen if there is a permit to have the alcohol, the group with the permit is the sole occupant of the building, and everyone in the group is of legal drinking age.
- If there are minors living in the building or if two conferences share a hall, alcohol may only be consumed by those of legal drinking age in the privacy of their room with the door closed. In such cases, all alcohol must be stored within the individual's room.
- Permits are available through the Scheduling and Conference Services Office and must contain all the required signatures. A copy of an approved permit must be in the conference folder in the Mesa Court Conference Office. Additionally, the conference director must have a copy of an approved permit at the event.

Community Center Classrooms and Multipurpose Room

- These rooms may be reserved by a group residing in Mesa Court for an event where alcohol is served if the event has a set time limit, there is an alcohol permit and all of the permit requirements are met, everyone in attendance is of legal drinking age and the alcohol use is contained within the reserved room.

Outdoors

- No alcohol can be consumed outdoors within the boundaries of Mesa Court.

Non-Resident Conference Groups

- If a conference not residing in Mesa Court reserves a room and wishes to serve alcohol, the Mesa Court professional staff must be informed in advance of the event and given information about the event, the Director's name and phone number, and a copy of the alcohol permit so that we can monitor the event. All Conditions required by the permit must be enforced by the sponsor of the event.

Enforcement of the Alcohol Policy

- If a group or person is believed to be in violation of any of the above guidelines, the person or group will be confronted by a member of the Mesa Court or Scheduling and Conference Services staff. In such cases, the staff member will try to contact the Director of the conference to inform them of the violation. If the person/group is not responsive to the staff member, or if the violation is of a serious nature, the UCI Police may be called and/or a professional staff member to help with the situation. The confronting staff member will document the incident on an Incident Report (IR) Form and the IR will be placed in the duty log for a Mesa Court professional staff member to read the following morning (if the incident happens after normal daytime work hours). If the incident happens during working hours, the confronting staff member immediately reports the incident to a Mesa Court professional staff member. Once informed, the IR will be copied for the Conference Coordinator who will then follow-up as necessary with the Conference Director. If the Conference Coordinator is unsure of the facts concerning the incident, or needs clarification, they will consult with the Mesa Court staff before contacting the Conference Director.
- If a Conference Coordinator is present at an event, it is expected that they, in addition to the Mesa Court staff, will enforce the alcohol permit and Mesa Court alcohol guidelines.